

ATTACHMENT 5 – INITIAL JOB ORDER

JOB ORDER NUMBER: KESS-001

UNDERLYING CONTRACT NUMBER: [TBD]

JOB ORDER AMOUNT: [TBD]

UNDERLYING CONTRACT CEILING PRICE: [TBD]

UNDERLYING CONTRACT OBLIGATED AMOUNT: [TBD]

JOB ORDER PERIOD OF PERFORMANCE: Duration of Contract No. [TBD]

JOB ORDER SCOPE OF WORK:

In accordance with the requirement in Section C.3 of the underlying contract, which states that the Contractor must provide timely mobilization of highly qualified personnel in response to Job Orders, the Contractor must establish a local presence and be able to mobilize local staff expertise.

Specifically, the Contractor must provide:

- (a) One full-time Local Project Coordinator throughout the duration of the underlying contract period of performance; and
- (b) Other local team members to provide administrative and management services to fulfill contract requirements on an as needed basis.

The Local Project Coordinator will be responsible for:

- (a) Tracking the receipt, execution and close-out of all Job Orders to ensure successful delivery of contractual requirements on schedule and within budget;
- (b) Ensuring staffing plans are developed and maintained for the timely provision of LOE required by each Job Order;
- (c) Liaising with other team members to develop schedules for each Job Order, monitor progress against these schedules, and provide updates to USAID on schedule progress and changes, if any;
- (d) Coordinating home office support or other short-term technical expertise, to include logistics for travel, when required;
- (e) Coordinating logistics for trainings and other events;
- (f) Managing subcontracts;
- (g) Overseeing the preparation and timely delivery of all required reports; and
- (h) Other duties, as appropriate.

JOB ORDER PERFORMANCE MONITORING REQUIREMENTS:

In accordance with Section F.5(a) of the underlying contract, the Contractor must develop and submit for USAID approval a Performance Monitoring Plan (PMP). The Contractor must submit the PMP to the COR for approval within 30 days of receipt of the signed Job Order.

The Contractor must propose indicators and report on implementation progress towards activity goals and objectives. The Contractor must update data on a quarterly basis for all activity indicators and targets.

Under the Strategic Framework for Foreign Assistance, a list of standard indicators has been developed that are designed to enable the US Government to track certain outputs. When appropriate, standard indicators should be selected for inclusion in the PMP. In addition, customized performance indicators are encouraged to adequately measure activity results at the intermediate level. The activity

indicators should be disaggregated by gender and any other relevant characteristics.

The PMP will be based on the KESS activities proposed by the Contractor for achieving the objective and the following outputs:

Objective:

To support the Government of Kosovo's (GOK) in energy sector transactions and to build the capacity of the GOK to negotiate and implement future energy sector transactions in order to provide for a more reliable, cleaner, and affordable electric energy supply.

Outputs:

1. Review of documents related to energy infrastructure transactions and the provision of advice to GOK on implementation of steps for commercial and/or financial closure of current and future energy generation and associated projects. Illustrative areas of engagement include but are not limited to power purchase agreements, environmental and social impact assessments for power plants and primary associated facilities, fuel supply agreements, construction monitoring agreements, and the development of financing strategies for power generation projects.
2. Studies as requested by MED and agreed with USAID. Expected areas of study include but aren't limited to costs benefit analyses of incentives to encourage investment in power generation, assessments of potential market structures and strategies for joining regional power exchanges, developing fuel supply options, and financial analysis for optimizing Kosovo's energy generation mix.
3. Improved capacity in MED and GOK for evaluating the environmental and social impacts of energy sector projects.
4. Input to the revision of Kosovo's ten-year energy strategy to reflect the needs of Kosovo's economy.
5. Public Relations support to address concerns about the environmental and economic impacts of new power project development.
6. Increased women's participation in the energy sector policy development.

USAID reserves the right to request the Contractor to integrate into the PMP a number of indicators to help USAID measure the immediate activity results. Upon the Contractor's submission of the final PMP to USAID, the Contractor and USAID will agree upon the final choice of performance indicators that credibly reflect the actual performance of the activity and that are useful for timely management decisions.

ADDITIONAL INFORMATION:

In accordance with Section C.5 of the underlying contract, this Job Order does not add funding to the contract or increase the contract ceiling price or obligated amount. USAID will not be liable for any costs incurred by the Contractor in excess of the approved Job Order amount.

The Contractor must not commence work under this Job Order until approved in writing by the Contracting Officer below.

APPROVED BY:

Contracting Officer Name / Signature

Date